NAEEM AHMED PATHAN

Address: House No: C/14, Khair shah jopir Hyderabad, Sindh, Pakistan

Mobile No: [redacted] 0336-2201440

Email address: nn_khan@hotmail.com

OBJECT:

My career objective is to develop the career as a Office Secretary in a progressive organization where secretarial skills can be properly utilized. A challenging position is desirable which will allow professional growth and opportunity to excel.

JOB OF INTEREST:

As Per available Opportunity.

WORK EXPERIENCE:

- As Personal Assistant,
  worked in Board of Revenue, Government of Sindh on daily wages basis from 12th april 2009 to 12th march 2011.
- As an Adminstrator,
  worked in Software company "Vergesystem" Hyderabad.
- As Junior Coordinator,
  Worked with an NGO, Stregthening Participatory Oganizationfrom 14th Sep, 2005 to 13 sep 2006.
- As Branch Manager,
  Worked in TCS office, from 2002 to 2004.
- As Business Development Officer,
  Worked in Standard Chartered Bank,promotion of personal loan in shape of repayment from officers t official levels.
- As Office Assistant,
  Worked in Sindh Development Studies Center, Jamshoro.
- As Private Lecturer,
  In Bright Future Public School & College in front Samanabad, Qasimabad. 2014 to 2015.
  Inculcate Prcis Skills, Essay Composing, Paragraph Writing Skills, Letter Writing (Formal, Informal and Semi Formal)

★ As Steno to Additional Commissioner FBR for one year 2018-19
★ As compliance officer with Advocate ITP Hyderabad

DUTIES & RESPONSIBILITIES:

- Responsibilities of Personal Assistant/Office Secretary:

- Ensure "Confidentiality" of company secrets.
- Managing and organizing everything.
- Take care of staffs and to ensure the staffs performance is up to the mark.
- Ensure of proper documentation, and taking care of all required documentsand follow up on pending work.

- Ensure that the projects will be completed at the given time frame.
- Checking Medicals, Vaccine Records and vaccinations.(NGO at SPO)
- Ensure dispatch of all outgoing mail via electronically mails or local mails.
- Ensure "Confidentiality" of important documents. Monitor and record.
- Uphold the entire staff to rigorous hygiene standards.
- Arrangement of daily meetings for all levels of staff.
- Dealing with guest complaints and resolution.
- Ensure that staffs are not misusing the company assets / Equipment what are in their use.
- Ensure that staff working area is clean.
- During monthly performance meeting.

Documentation Responsibilities:

- Typing letters and preparations of agenda for meetings.
- Dispatch Correspondences.
- Keep Personal Files updated.
- Ensure proper filing of Correspondences.
- Draft routine correspondences.
- Ensure confidentiality and security of the Department.
- Ensure timely attendance through thumb impression machine.
- Assist the Personnel Officer to deal with all Appointments.
- Promotion, Extension, Disciplinary, Legal Settlements and other, fringe benefits.
- Any other work, which may be assigned by the Management or required for smooth operation to complete the project.

Academic Qualification:

- Graduation – 2006
- Intermediate – 1996
- Matriculation (Science Subjects) – 1994
- General Computer Course of one year and short course in DBA, Sql 9i.
- Computer Knowledge – Internet, Word, Excel, PowerPoint

PERSONAL:

Father's Name	:	Jan Muhammad Pathan
Religion	:	Islam
Marital Status	:	Married
Languages (spoken)	:	English, Urdu,Sindhi
Languages (written)	:	English, Urdu, Sindhi
Hobbies	:	Reading and listening Music, Cricket.

FORM "D"

See rule 5 (1) (D)

FORM OF CERTIFICATE OF PERMANENT RESIDENCE IN THE PROVINCE OF SINDH FOR THE PURPOSE OF RECRUITMENT TO THE PUBLIC SERVICE OF SINDH.

CERTIFICATE

I hereby certify that for the reason given below:-

Name NASEEM AHMED PATHAN S/o - ~~D/o~~ JAN MOHAMMED PATHAN

has his/her permanent residence in (Address) HOUSE NO.C/14-3084 KHAIR SHAH JO

PIR HYDERABAD (here enter name of place)

HYDERABAD CITY District Hyderabad Province of Sindh.

This Certificate is granted for the purpose of recruitment in the public services in Sindh

(Here enter reason)
(For Service)

FOR (RIZWAN AHMED)
DISTRICT MAGISTRATE, HYDERABAD, SINDH

Place: HYDERABAD

Date 14-4-2000

41303-1513690-9

موجودہ پتہ: مکان نمبر C/14-3084، محلہ خیر شاہ جو پڑ لوہار
گھٹی، حیدرآباد شہر، ضلع حیدرآباد

مستقل پتہ: مکان نمبر C/14-3084، محلہ خیر شاہ جو پڑ لوہار
گھٹی، حیدرآباد شہر، ضلع حیدرآباد

503791092244
450-79-287070

Usman Y. Moein
Registrar General of Pakistan

گمشدہ کارڈ ملنے پر قریبی لیٹر بکس میں ڈال دیں

APPENDIX XIV

THE PAKISTAN CITIZENSHIP ACT-1951 (II OF 1951) AND
RULE MADE THEREUNDER: (VIDE RULE-23)

FORM-P-1

CERTIFCATE OF DOMICILE

WHEREAS, NAEEM AHMED PATHAN
S/o, JAN MOHAMMED PATHAN
has applied for CERTIFICATE OF DOMICILE under the Pakistan Citizenship Act 191 (II of 1951 alleging with respect of himself /herself the particulars set-out below has satisfied the undersigned that the conditioned laid down in section-17 of the said Act. for the grant of CERTIFICATE OF DOMICILE are fulfilled in the said NAEEM AHMED PATHAN's case

NOW, THEREFORE, in pursuance of the power conferred by the said Act and the rules made there under the undersigned hereby grants to the said NAEEM AHMED PATHAN this CERTIFICATE OF DOMICILE

IN WITNESS WHEREOF, I have here to subscribed my name this _____ day of _____

No, PV/DOM/ 1888 of

Date 14-04-2000

FOR (RIZWAN AHMAD)
FOR DISTRICT MAGISTRATE
HYDERABAD

HYDERABAD

PARTICULARS RELATING TO THE APPLICANT

Full Name MUHAMMAD NAEEM
Father's Name JAN MOHAMMAD PATHAN
Address in Pakistan HOUSE NO. 14- 3084 KHAIR SHAH JO PIR HYDERABAD
Address in the country of origin Pakistan XXXXXXXX
Place of Domicile: Place HYDERABAD CITY Tehsil HYDERABAD CITY

(Prov/Admn/HYDERABAD (SINDH)

Date of arrival in the place of Domicile SINCE BIRTH
Married/Single/Widow/Widower SINGLE
Name of wife or Husband
Name of children and their agess

Trade or Occupation STUDENT
Marks of Identification

FOR (RIZWAN AHMAD)
For DISTRICT MAGISTRATE
HYDERABAD

Self-motivated Stenographer bringing extensive background in transcription and administrative roles within legal settings. Highly-knowledgeable individual with Type certification employing strong work ethic, strict adherence to confidentiality and in-depth understanding of legal terminology.
Dedicated Industry professional with history of meeting company goals utilizing consistent and organized practices. Skilled in working under pressure and adapting to new situations and challenges to best enhance the organizational brand.

Work History

2019-02 - 2021-12

Stenographer

Federal Board Of Revenue, Hyderabad, PAKISTAN

- Conducted transcription, court reporting, closed captioning and Communications Access Realtime Reporting (CART).
- Conducted transcription for legal proceedings, public service events and corporate meetings.
- Recounted previously recorded information to provide reference for proposed question or subject matter.
- Reviewed transcriptions for accuracy in grammar, punctuation and spelling.
- Identified participants by name to facilitate reporting.
- Prepare case with relation to Income U/S 221 (5A) prejudicial to revenue, Issued reminders, notices on various inquiries.
- Obtained online verification of record by using IRIS

2016-07 - 2018-12

Admin and Procurement Officer (NGO)

SSYDO Qasimabad, Hyderabad, Pakistan

- Worked with customers to understand needs and provide excellent service.
- Used critical thinking to break down problems, evaluate solutions and make decisions.
- Proved successful working within tight deadlines and fast-paced atmosphere.
- Identified issues, analyzed information and provided solutions to problems.
- Worked within applicable standards, policies and regulatory guidelines to promote safe working

Naeem Ahmed Pathan

Personal Assistant / Admin / Office Secretary

Contact

Address
C/14-3084, Khair Shah Jo Pir
Near Timber Market
Hyderabad
Hyderabad, Pakistan, 71000

Phone
+923362201440

E-mail
pathannaeem991@gmail.com

Skills

Active listener
Upper intermediate

Effective conflict resolution
Intermediate

Sound judgment
Intermediate

Read back verbatim

environment.

- Delivered services to customer locations within specific timeframes.
- Used Microsoft Word and other software tools to create documents and other communications.
- Created spreadsheets using Microsoft Excel for daily, weekly and monthly reporting.
- Developed and maintained courteous and effective working relationships.
- Developed team communications and information for meetings.
- Worked flexible hours across night, weekend and holiday shifts.
- Offered friendly and efficient service to customers, handled challenging situations with ease.
- Use administrative responsibilities by using skill and tools.
- Increases the enrolment and raised the funds by social mobilisation with two districts Sanghar and Mirpurkhas.

2012-02 - 2015-12

As Lecturer and Deputy Head School

Bright Futurr School And College, Air Foundation School, Hyderabad, Pakistan

- Devoted special emphasis to punctuality and worked to maintain outstanding attendance record.
- Used Microsoft Word and other software tools to create documents and other communications.
- Demonstrated respect, friendliness and willingness to help wherever needed.
- Created spreadsheets using Microsoft Excel for daily, weekly and monthly reporting.

2007-03 - 2010-12

Peronal Assistant

Board Of Revenue Hyderabad, Hyderabad, PAKISTAN

2005-06 - 2007-11

Junior Administrator

Strengthening Participatory Organization, Hyderabad, PAKISTAN

- Screened and transferred incoming calls, took down messages and transmitted information and documents to internal personnel.

Intermediate

Languages

SINDH, URDU AND .ENGLISH

- Coordinated with human resources department to handle payroll and personnel databases.
- Completed forms and reports to facilitate admission, transfer or discharge.
- Computerized office activities, maintained customer communications and tracked records through delivery.
- Managed company schedule to coordinate calendar and arrange travel.
- Daily correspondence , checking emails
- Capacity building.
- Need base assesment report..

Education

2005-03 - 2007-12

Bachelor Of Arts: ENGLISH Islamic Studies Islamic Hostory And PoliticalScience

University of Sindh - JAMSHORO

1991-11 - 1994-12

SSC : Englisg, Math, Physic And Chemistry

Government Elementary Boys High School - Hyderabad

1994-11 - 1996-12

HSC: English Math Physics And Chemistry

Government Muslim Science College - Hyderabad

Certifications

2019-06 Oracle DBA

Interests

Writing, reading, researching, sports and debating

PAKISTAN National Identity Card

ISLAMIC REPUBLIC OF PAKISTAN

Name
Naeem Ahmed Pathan

نعیم احمد پٹھان

Father Name
Jan Muhammad Pathan

جان محمد

Gender	Country of Stay
M	Pakistan

Identity Number	Date of Birth
41303-1513690-9	13.01.1979
Date of Issue	**Date of Expiry**
05.07.2019	05.07.2029

Holder's Signature

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No, PV/DOM/ 1888 of

Date 14-04-2000

FOR (RIZWAN AHMAD)
FOR DISTRICT MAGISTRATE
HYDERABAD

HYDERABAD

PARTICULARS RELATING TO THE APPLICANT

Full Name NAEEM AHMED PATHAN

Father's Name JAN MOHAMMAD

Address in Pakistan HOUSE NO. 3084 KHATIR SHAH JO PIR HYDERABAD

Address in the country of origin Pakistan XXXXXXXX

Place of Domicile: Place HYDERABAD CITY Tehsil HYDERABAD CITY

(Prov/Admn/HYDERABAD (SINDH)

Date of arrival in the place of Domicile SINCE BIRTH

Married/Single/Widow/Widower SINGLE

Name of wife or Husband

Name of children and their agess

Trade or Occupation STUDENT

Marks of Identification

FOR (RIZWAN AHMAD)
For DISTRICT MAGISTRATE
HYDERABAD

Ph.No: 9200554-5

TO WHOM IT MAY CONCERNED

It is to certify that Mr.Naeem Ahmed Pathan S/o Jan Muhammad Pathan has been working as Computer Operator/Personal Private Assistant in the Office of Deputy Secretary Land Utilization, Shahbaz building, Hyderabad for the last two years from 2008 onwards. to 2010

He proved himself, diligent, hardworking, painstaking and contented assistant.

He worked in the supervision of following officers.

1. **Noor Muhammad Shah.**
2. **Imtiaz Ahmed Shaikh.**
3. **Noor Muhammad Khatti.**

And, presently working **with Dr. Syed Azhar Hussain** Shah (DMG-Group).

We wish him for success, progress and prosperity in upcoming time.

DEPUTY SECRETARY TO GOVERNMENT OF SINDH

LAND UTLIZATION DEPARTMENT,

SZABIST

SHAHEED ZULFIKAR ALI BHUTTO INSTITUTE OF SCIENCE & TECHNOLOGY

JOB SKILL TRAINING CENTER (JSTC)

Certificate No. ODBA-36 HYDERABAD

Registration No. 000185

Certificate

This is Certified that

Mr./~~Miss~~/~~Mrs.~~ Naeem Ahmed Pathan S/o. ~~D/o. W/o.~~ Jan Muhammad Pathan

has successfully completed training program ☐ Four Month ☑ Six Month

Oracle DBA

From 14 December 2009 to 12 June 2010

This Course has been offered in Collaboration with Benazir Bhutto Shaheed Youth Development Program Govt. of Sindh

On Completion of his/her training a test / examination was conducted,

he/~~she~~ obtained 344 marks and his/her performance was ranked in A Grade.

Date of Issue 7 August 2010

Principal

Director

SPO
Strengthening
Participatory
Organization

ادارہ استحکام شرکتی ترقی

TO WHOM IT MAY CONCERN

I feel pleasure to write a few lines for Mr. Naeem Ahmed Pathan . Mr. Naeem Ahmed Pathan has been working with SPO as an Intern from 14th September 2005 to15th December, 2005 and as an intern for a period of three months.

During his stay with SPO, he assisted Capacity Building as report writing on the complete DPM Cycle , Training for need base Assessment, Joint Cluster Reviews, Joint review meeting , Office filing , Choti funding reporting, Exchange visit and report writing, Updating the lists of partner's Organization, Keeping correspondence in " Inward and Out ward files" and other Institutional strengthening activities.

He worked hard in field and office with SPO's Programme team. All SPO – Sindh team members enjoyed very much to work with him. He proved himself as a dedicated worker, sincere and honest with his professional work.

We wish him all the best and pray for his best future.

22/12/05

Noor Muhammad
Regional Head
SPO - Sindh

HYDERABAD OFFICE
H. 49, Muslim Housing Society Qasimabad, Hyderabad Tel: 0221-654725, 656222, 656333 Fax: 0221-652126

MABAD	QUETTA	PESHAWAR	MULTAN	TURBAT	D.I.KHAN	KARAK	GWADAR	ZHOB	LAHORE	KARACHI
2272978	081-833801	091-811168	061-551681	0861-412333	0961-713231	0927-210151	0864-210594	0822-413749	042-6685987	021- 5873405

SINDH STUDENTS AND YOUTH DEVELOPMENT ORGANIZATION

Registered under society act XXI of 1860 # 6069

30 January 2018

TO WHOM IT MAY CONCERN

This is to certify that Mr. Naeem Ahmed Pathan S/o Mr. Jan Muhammad Pathan bearing CNIC No. 41303-1513690-9 has worked with Sindh Students and Youth Development Organization-SSYDO as an "Admin & HR Office" from 1st Jan 2016 to 31st Dec 2017. During his job we found him very committed, responsible and professional person.

We wish him best of luck for future professional life.

Nayyar Azam Soomro

Manager Operations

Sindh Students and Youth Development Organization-SSYDO

Ph: 022-2112562

Office Add: House # D-4 /43 , Naseem Nagar Phase III Qasimabad Hyderabad.

Book No. 1086

Certificate No. 105567

Seal No. 15205

UNIVERSITY OF SINDH

JAMSHORO, SINDH, PAKISTAN

This is to certify that MR. NAEEM AHMED S/O JAN MUHAMMAD PATHAN

has passed the B.A (PASS) PART-II

ANNUAL *Examination of* 2006 *of the University of Sindh held in the month of* DECEMBER, 2006

He/She was placed in SECOND *Class*

Date of declaration of result 10-08-2007

Received Rs. 15.00

Dated 15-08-07

THE UNIVERSITY RESERVES THE RIGHT OF ISSUING ANY CORRECTION IN THE RESULT IF ANY MISTAKE IS DETECTED LATER.

CONTROLLER OF EXAMINATIONS
UNIVERSITY OF SINDH
JAMSHORO, SINDH